BILL NO. S-78-01-17

SPECIAL ORDINANCE NO. S-18-78

AN ORDINANCE approving a contract with Double Envelope for materials for Office Services Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the contract dated December 19, 1977, between the City of Fort Wayne, by and through its Mayor and the Board of Public Works and Double Envelope, for:

750M	Window Envelopes	$6,217.50
750M	Remittance Envelopes	4,702.50
	TOTAL:	$10,920.00

all as more particularly set forth on City Utilities Purchase Order No. 9544, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein, made a part hereof and is hereby in all things ratified, confirmed and approved.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the ~~City Plan Commission~~ for recommendation) and Public Hearing to be held after ~~due legal notice~~, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19__ at _____ o'clock _____ M., E.S.T.

DATE: 1-18-78

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Stier, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	9				
BURNS	X				
HINGA	X				
HUNTER	X				
MOSES	X				
NUCKOLS	X				
SCHMIDT, D.	X				
SCHMIDT, V.	X				
STIER	X				
TALARICO	X				

DATE: 1-24-78

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (~~GENERAL~~) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (~~RESOLUTION~~) No. S-18-78 on the 24th day of January, 19 78.

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Samuel J. Talarico
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 25th day of January, 19 78 at the hour of 11:30 o'clock A M., E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 31st day of January, 19 78 at the hour of 10:30 o'clock A M., E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-78-01-17

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving a contract with Double Envelope for materials for Office Services Department

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance do PASS.

PAUL M. BURNS - CHAIRMAN

JAMES S. STIER - VICE CHAIRMAN

VIVIAN G. SCHMIDT

WINFIELD C. MOSES, JR.

FREDRICK R. HUNTER

DATE 1-24-78 CONCURRED IN

CHARLES W. WESTERMAN, CITY CLERK

Memorandum

To H. P. Wehrenberg, Board of Works **Date** December 19, 1977

From Ruth Winget, Purchasing Department

Subject Quote #0042 Envelopes

COPIES TO:

E. Stanczak
G. Thayer

Herewith are quotes (Quote #0042) relating to Purchase Order No. 9544 prepared favoring Double Envelope for 750M Window Envelopes #10 and 750M Remittance Envelopes for Office Services Department.

Six (6) vendors were invited to quote. Three (3) quotes were returned with Double Envelope being the lowest.

Attached are the following documents in support of the recommendation for acceptance of Double Envelope quote:

1. Copy of Vendor's quotes.
2. Purchase order No. 9544.
3. Memorandum from Purchasing Department.

It is urged that in referring this quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to Double Envelope until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget

Approved: R. F. Bugher
R. F. Bugher

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY–COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. 9544

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE December 19, 1977

Double Envelope
Box 5372
Ft. Wayne, Indiana 46805

SHIP TO —

Office Services Dept.
Basement, City County Bldg.
One Main Street
Fort Wayne, Indiana 46802

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY–COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
	750M	Window Envelopes #10,24 lb.		8.29/M	$ 6,217. 50
	750M	Remittance Envelopes		6.27/M	4,702. 50
		(As per Sample received)			$ 10,920. 00
		Insertion Quality - Split Gum to be delivered in 3 parts of 250M ea. size at a time			
		Delivery date Mid May			
		Ship: as described Per Quote #0042 Net 30 F.O.B. Destination			
		SUBJECT TO COUNCILMANIC APPROVAL			
		RW/pl #138			

ATTENTION!
Send all Invoices to: General Accounting
4th Floor, City-County Bldg.
1 E. Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

SUBJECT TO CONDITIONS ON REVERSE SIDE

FORM 11-78

J-46

RB

City Utilities

PURCHASE REQUISITION

Double Envelope Bid 5372 46805

Date 11-30-77

Please order the following Material for Delivery as Specified:

To be delivered to Office Service Req. No. 138

On or before P. O. No. 9544

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
750 M	Window Envelopes (as per sample) #10, 24 lb.	8.29/m	6,217.5
750 M	Remittance Envelopes (as per sample) (as per sample received)	6.37/m	4,702.5
			#10,920.00
	Insertion Quality - Split Sum		
	To be delivered in 3 parts of		
	250/M ea. size at a time		
	Delivery date Mid-May		
	Ship as described.		
	Per Quote #0042		
REMARKS:	BUDGETED ✓	Subj. to Council Approval	
	TO LOWEST BID ✓	Net 30	
		F.O.B. Destination	

RECEIVED DEC 1 1977 CITY UTILITIES GEN. SUPT. OFFICE

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department Office Service

D. L. Phares

Dept. Head

EP 12/1/77

Charge Light Water Sewage

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

P.O. 9544
Double Envelope

One Main Street
Fort Wayne, Indiana 46802

REVISION

Date December 7, 1977.

Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. December 1977

To:
✓ U. S. Envelope
Doubleday Brothers
Curtis 1000
Taylor Martin Paper
✓ Superior Business Forms
✓ Double Envelope

ıantity	Unit		Unit Price	Trade Disc.	Extensior
750M		Window Envelopes (as per sample)			
750M		Remittance Envelopes (as per sample)			
		Note: Insertion Quality - Split Gum to be delivered in 3 parts of 250M each size at a time. Delivery date - Mid May 1978.			
		Double Env. Keyper George 12/16 - Hold for others RW.			
		Mark Quotation Envelope, "Quote No. 0042 Due Date 12-15-77"			

Following Must Be Complete

erms: _____

.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: _____

Shipping Point: _____

nipping Schedule: _____

hipping Weight: _____

Signed: _____

Date: _____

Ruth Winget

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date December 2, 1977. Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. Decmeber 1977

To: U.S. Envelope
Double Envelope
Curtis 1000
Taylor-Martin Paper
Superior Business Forms

Doubleday Bros.

Quantity	Unit		Unit Price	Trade Disc.	Extension
750M		Window Envelopes (as per sample)			
750M		Remittance Envelopes (as per sample)			

Note: Insertion Quality- Split ~~quantity~~ to be delivered in 3 parts of 250M each size at a time. Delivery date- Mid May 1978.

Dan

1st delivery last yr. after yrs. supply.

Mark Quotation Envelope,
"Quote No. 0042 Due Date 12/15/77"

Following Must Be Complete

Terms: _____

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: _____

Shipping Weight: _____

Signed: _____

Date: _____

Ruth Winget-Buyer

Ruth Winget

Quotes

1. U. S. Envelopes
P.O. Box 1166
168 S. Sherman Dr.
Indianapolis, Ind. 46206

2. Doubleday Envelope Bros
437 E. Berry St.
46802

3. Curtis 1000
418 E. Berry St. 46802

4. Taylor - Martin Paper
4621 Executive Blvd.
46825

5. Superior Business Forms
1405 N. Clinton St.
46805

6. Double Envelope
Box 537 46805

Date: 12/15/77

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

REVISION

Date December 7, 1977. Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. December 1977

To:

Double Envelope
Box 5372
Fort Wayne, Indiana 46805

Quantity	Unit		Unit Price	Trade Disc.	Extension
750M		Window Envelopes (as per sample)	$8.29/M		$6217.50
750M		Remittance Envelopes (as per sample)	$6.27/M		$4702.50
					10,920.00

Note: Insertion Quality - Split Gum to be delivered in 3 parts of 250M each size at a time. Delivery date - Mid May 1978.

Purchase orders must include an escalation clause allowing price increases related to industry advances in paper prices. Increases to be formulated as follows: For each 2% final increase in paper price over 12-12-77 our unit price for unshipped envelopes would be increased by no more than 1%.

Mark Quotation Envelope,
"Quote No. 0042 Due Date 12-15-77 "

Following Must Be Complete

Terms: Net 30 Days

F.O.B. - Indicate Which of Following (Check)

Destination: X

Shipping Point
Freight Allowed: _____

Shipping Point: _____

Shipping Schedule: As described above.

Shipping Weight: 5750 lbs. per shipment. (Prepaid)

Signed: Brice Houston
Date: December 12, 1977

Ruth Winget
Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

REVISION

Date December 7, 1977. Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. December 1977

To:

U. S. Envelope
P.O. Box 1166
16 S. Sherman Drive
Indianapolis, Indiana 46206

Quantity	Unit		Unit Price	Trade Disc.	Extension
750M		Window Envelopes (as per sample)	8.20		$6,150.00
750M		Remittance Envelopes (as per sample)	6.99		$5,242.50
					11,392.50
		Note: Insertion Quality - Split Gum to be delivered in 3 parts of 250M each size at a time. Delivery date - Mid May 1978.			
		Mark Quotation Envelope, "Quote No. 0042 Due Date 12-15-77 "			

Following Must Be Complete

Terms: 1% 10 Net 20

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: XX

Shipping Point: Indianapolis, IN

Shipping Schedule: As Requested

Shipping Weight: 14/12 lbs/M

Signed: [signature]

Date: December 13, 1977

[signature]
Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date December 2, 1977 . Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. Decmeber 197 7

To:

U.S. Envelopes
P.O. Box 1166
16 S. Sherman Drive
Indianapolis, Ind. 46206

Quantity	Unit		Unit Price	Trade Disc.	Extension
750M		Window Envelopes (as per sample)	8.20		$6,150.00
750M		Remittance Envelopes (as per sample)	6.99		5,242.50
					11,392.50

Note: Insertion Quality- Split quantity to be delivered in 3 parts of 250M each size at a time. Delivery date- Mid May 1978.

Mark Quotation Envelope,
"Quote No. 0042 Due Date 12/15/77 "

Following Must Be Complete

Terms: 1% 10 Net 20

F.O.B. - Indicate Which of Following (Check)

Destination: _____

Shipping Point
Freight Allowed: XX

Shipping Point: Indianapolis, Indiana

Shipping Schedule: As Requested

Shipping Weight: 14/12 lbs/M

Signed: Tom D. Whitelaw

Date: December 8, 1977

Ruth Winget-Buyer

Ruth Winget

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date December 2, 1977 . Request for Quotation No. 0042

To be considered your quotation must be received by 15th M. Decmeber 197 7

To: Superior Business Forms
1405 N. Clinton St
Fort Wayne, Ind. 46805

DEC 3 1977

antity	Unit		Unit Price	Trade Disc.	Extension
750M		Window Envelopes (as per sample)	$10.22		$7,665.00
750M		Remittance Envelopes (as per sample)	$ 7.28		5,460.00
					13,125.00

Note: Insertion Quality- Split quantity to be delivered in 3 parts of 250M each size at a time. Delivery date- Mid May 1978.

Mark Quotation Envelope,
"Quote No. 0042 Due Date 12/15/77 "

Following Must Be Complete

erms: 30 Net

.O.B. - Indicate Which of Following (Check)

Destination: Ft. Wayne, Ind.

Shipping Point
Freight Allowed: F.O.B Fort Wayne

Shipping Point: _____

ipping Schedule: 4 weeks

ipping Weight: _____

Superior Business Forms
Signed: Louis Smith

Date: 12/14/77

Ruth Winget-Buyer
Ruth Winget

3925

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. 9544 - DOUBLE ENVELOPE

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS S-78-01-17

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 9544 TO DOUBLE ENVELOPE IN THE AMOUNT OF $10,920.00 FOR WINDOW ENVELOPES AND REMITTANCE ENVELOPES FOR THE OFFICE SERVICES DEPT.

(MEMORANDUM AND PURCHASE ORDER ATTACHED)

THIS WAS THE LOWEST OF THREE QUOTES RECEIVED

EFFECT OF PASSAGE ACQUISITION OF ENVELOPES FOR VARIOUS DEPARTMENTS

EFFECT OF NON-PASSAGE INABILITY TO COMPLETE OFFICE FUNCTIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) $10,920.00 FROM CITY UTILITIES

ASSIGNED TO COMMITTEE

EP C.U